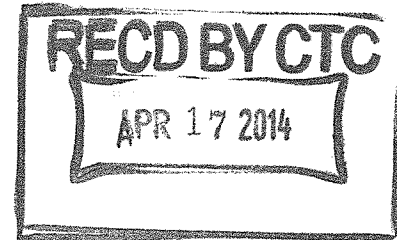




April 16, 2014

Mr. Andre Boutros, Executive Director  
California Transportation Commission  
1120 N Street, Mail Station 52  
Sacramento, CA 95814



Dear Mr. Boutros:

The Sacramento Area Council of Governments (SACOG) is pleased to submit for your review our proposed Metropolitan Planning Organization (MPO) Guidelines for the Active Transportation Program Cycle 1. The MPO Guidelines are anticipated to be approved by the SACOG Board on April 17, 2014.

The MPO Guidelines were prepared through an open and public process, involving member agencies, advocacy groups, stakeholders, and the public. Additionally, SACOG coordinated with our Regional Transportation Planning Agency partners, El Dorado County Transportation Commission, and Placer County Transportation Planning Agency on scoring and criteria development, planning of a call for projects across the six-county region, and preparation of the MPO application.

SACOG's proposal for Cycle 1 is fully described in Attachments A and B. Attachment A is the MPO Guidelines the SACOG Board will act on at our April meeting. The MPO Guidelines outline specific eligibility, project selection process, working group membership, screening, project size and matching requirements, and project performance outcomes and weighting (criteria). Attachment B clarifies the MPO level focus on the criteria and differences from the State Guidelines, and will also be acted on by our Board this week.

If you have any questions regarding SACOG's proposed MPO Guidelines, please contact Renee DeVere-Okie at [rdevere-okie@sacog.org](mailto:rdevere-okie@sacog.org) or (916) 321-9000.

Sincerely,

Mike McKee  
Chief Executive Officer

MM:RDO:pm

cc: Mitchell Weiss, California Transportation Commission  
David Giongco, Caltrans  
Sharon Scherzinger, El Dorado County Transportation Commission  
Celia McAdam, Placer County Transportation Planning Agency

Auburn  
Citrus Heights  
Colfax  
Davis  
El Dorado County  
Elk Grove  
Folsom  
Galt  
Isleton  
Lincoln  
Live Oak  
Loomis  
Marysville  
Placer County  
Placerville  
Rancho Cordova  
Rocklin  
Roseville  
Sacramento  
Sacramento County  
Sutter County  
West Sacramento  
Wheatland  
Winters  
Woodland  
Yolo County  
Yuba City  
Yuba County

## DRAFT 2014 6-COUNTY REGIONAL ACTIVE TRANSPORTATION PROGRAM GUIDELINES

The purpose of this funding program is to implement strategies that increase and attract active transportation users and provide facilities for walking and biking in urban, suburban and rural portions of the region and to provide connections between them. Projects and programs funded through this program are consistent with the vision of the Blueprint and support the implementation of the long-range transportation plans for the El Dorado County Transportation Commission (EDCTC), the Placer County Transportation Planning Agency (PCTPA) and the Sacramento Area Council of Governments (SACOG).

In order to help implement active transportation projects in the six-county region, EDCTC, PCTPA, and SACOG invest regional funds regularly for infrastructure and non-infrastructure projects. ATP funds from the State of California provide an important new funding source for active transportation projects.

### PROGRAM GOALS

California Senate Bill (SB) 99 establishes California's ATP program with six program goals that provide a foundation for the state and regional ATP programs:

- Increase the proportion of trips accomplished by biking and walking;
- Increase the safety and mobility of non-motorized users;
- Advance the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (C728, §2008) and SB 391 (C585, §2009);
- Enhance public health, including reduction of childhood obesity, through the use of programs including but not limited to projects eligible for Safe Routes to School Program funding;
- Ensure that disadvantaged communities fully share in the benefits of the program; and
- Provide a broad spectrum of projects to benefit many types of active transportation users.

### ELIGIBLE PROJECT TYPES

The infrastructure projects eligible for this funding program are largely derived from the SACOG Regional Bicycle, Pedestrian and Trails Master Plan (Master Plan) that is amended every two years, with the last update in June 2013. The Master Plan provides an expansive set of policies and projects for regional bicycle and pedestrian planning efforts across the six-county SACOG region, and was developed through a working group and approved by the Regional Bicycle and Pedestrian Advisory Committee and SACOG Board of Directors. Additionally, bicycle and pedestrian projects included in the Regional Transportation Plans (RTPs) for EDCTC or PCTPA are also eligible. Projects must support the performance outcomes identified in the sections below.

Non-infrastructure projects eligible for funding meet at least one of two criteria: (1) Encourage biking and walking through public information, education, training, and awareness (2) Perform studies and develop plans that support one or more of the project performance outcomes identified in the section below.

The ATP is a State of California identified program implemented by the California Transportation Commission. As such the main source of revenue is a compilation of state and federal funding. The majority of projects will need to meet the requirements from the Moving Ahead for Progress in the 21st Century (MAP-21). Projects must meet eligibility requirements specific to the ATP funding source provided.

### INELIGIBLE PROJECT TYPES

Projects in new developments that are considered "good practices" according to FHWA guidelines, bicycle and pedestrian facility maintenance, long-term staff positions, transit operations, law enforcement, and bicycle racks for carpools, vanpools, or private vehicles.

### PROJECT SELECTION PROCESS

A Regional ATP Team comprised of representatives from the three involved regional transportation planning Agencies (RTPAs) in the region (EDCTC, PCTPA, SACOG)

will screen applications for eligibility. Applications will be removed from the competitive process if found ineligible based on the guidelines below. Projects not selected for programming in the statewide competition, but deemed eligible for the state program will be considered; applicants will be encouraged to submit a supplemental application.

Next, the Regional ATP Team forwards the eligible applications to the ATP Working Group (see below for the composition of this Group). The Working Group then prioritizes and ranks the applications, according to its own process, but does not discard any applications. Working Group members will not vote or comment on applications from their own organizations. The Working Group and/or Regional ATP Team staff reserves the right to contact applicants during this project selection process for additional information. The Working Group makes its recommendations to the Regional ATP Team. The Work Group will be multidisciplinary in nature and members should represent diverse geography. One Regional ATP Team representative from EDCTC, PCTPA and SACOG will participate on the Working Group.

#### Working Group Membership

Expertise	Recruited from	Number
Land Use Planners	Planners' Committee	1
Project Engineers	Regional Planning Partnership	2
Bicycle/ Pedestrian Planning	Bicycle & Pedestrian Advisory Committee	4 (2 advocates, 2 planners/ engineers)
Air Quality	Air Districts	1
Public Health	Public Health Representative	1
Transit	Transit Coordinating Committee	1
Community Groups	Regional Community Based Organizations	1
Total		11

The application process will be specific to the ATP. The Regional ATP Team in conjunction with the ATP Working Group will go through the ranking process to insure that 25% of available funds are dedicated to projects and programs benefiting Disadvantaged Communities as identified in the State Guidelines. Following this step, the projects will be ranked on a 95 point scale without the 10 points for the Disadvantaged Communities criteria. Projects will be ranked and selected for the remaining 75% of funding utilizing both lists for reference. Discretion will be placed on the Working Group and Regional ATP team to select a comprehensive package of projects.

#### PROJECT SCREENING

To be selected for funding, a project or program must meet the following screening criteria:

- Infrastructure Project is a planned project included in the SACOG Master Plan or the Regional Transportation Plan for EDCTC or PCTPA.** Only under special circumstances will an application be considered that is not listed in one of these sources.
- Non-Infrastructure Project meets at least one of two eligibility requirements identified in the preceding section.**
- Project must be ready for inclusion into the Metropolitan Transportation Improvement Program, with project scope and cost.** The project application may include the cost of preparing environmental documents. When project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, updated cost estimates, updated analysis of the projects cost effectiveness, and updated analysis of the project's ability to further the goals of the program must be submitted to appropriate RTPA (EDCTC, PCTPA, or SACOG) following completion of the environmental process for re-evaluation.
- Project is eligible for appropriate funding sources (i.e. TAP, HSIP, State Highway Account funds, Recreation Trails).**

5. **Project meets the minimum dollar amount for an infrastructure or non-infrastructure projects and includes at least an 11.47% local match; application is to all project categories.**

- a. Infrastructure project minimum is \$278,675 (\$250,000 funding request + \$28,675 local match). The infrastructure maximum project request is \$3 million, but there is no maximum total project cost.
- b. Non-Infrastructure project minimum is \$55,735 (\$50,000 funding request + \$5,735 local match).
- c. Public agencies applying for funding for smaller projects may want to consider combining projects to meet the project minimum thresholds, or consider a larger, multi-year program or project.

6. **Public Participation & Planning.** Project applicant must clearly demonstrate how a community-based public participation process resulted in the identification and prioritization of the proposed project. Inclusion of relevant notices and materials.

7. **Partnering with Community Conservation Corps.** Project proponent must demonstrate that the California Conservation Corps or a qualified community conservation corps, was sought out to participate as a partner to undertake the project; or provide demonstration of the cost effectiveness clause 23 CFR 635.204 and provide the relevant documentation.

8. **Projects are not part of developer-funded basic good practices.**

In addition to how projects address the program goals discussed above, below are scoring criteria considerations that will be used by the Working Group and the Regional ATP Team to make funding recommendations to the SACOG Board.

## **PROJECT SCORING**

Projects will be scored based on the criteria described in the state ATP guidelines with minor modifications as described below.

### **Project Performance Outcomes (0-95 points)**

1. Project has potential to increase walking and bicycling through targeted strategies: increasing access to transit services, increasing access to schools, eliminating gaps or removing barriers in the bicycle/pedestrian network, and completing facilities. **0-30 points**
2. Project has the potential to reduce the number and/or rate of pedestrian and bicyclist fatalities and injuries. **0-25 points**
3. Project improves public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues. **0-10 points**
4. Project demonstrates cost effectiveness, which is achieved by minimizing projected capital and operating expenditures while offering strong performance benefits. **0-10 points**
5. Project provides benefit to a disadvantaged community and includes project features that provide benefit for members of this community. **0-10 points** (Please reference the project selection process section.)
6. Project advances active transportation efforts to achieve greenhouse gas reduction goals through reducing or shortening vehicle trips today and over time, as established pursuant to SB 375 and SB 391. **0-10 points**

### **Other Considerations (0-10 points)**

7. Performance on Past Grants and/or Federal Aid Projects. Applications from agencies with good performance on delivering prior projects or programs are most likely to succeed with an ATP project award.

8. Project sponsor demonstrates readiness to move forward on a timely schedule with the proposed project (i.e. application provides clear schedule, cost, and partnerships to deliver the project).
9. Project applicant demonstrates evidence of strong support by stakeholders in the community in which the project is located.

Program Criteria	State Criteria Description	Regional (MPO) Criteria & Scoring Emphasis	State Scoring Range	MPO Scoring Range
Increasing Walking and Bicycling	Potential for increased walking and bicycling, especially among students, including the identification of walking and cycling routes to and from schools, transit facilities, community centers, employment centers, and other destinations; and including increasing and improving connectivity and mobility of non-motorized users.	The regional program includes additional considerations drawn from the policy framework for the SACOG Regional Bicycle & Pedestrian Funding Program. The focus is on clearly demonstrating how well the project supports the policy framework priorities, including improving access to transit services, increasing access to schools, and eliminating gaps or barriers in the bicycle/pedestrian network.	0-30	0-30
Reducing Walking/Bicycling Fatalities and Injuries	Potential for reducing the number and/or rate of pedestrian and bicyclist fatalities and injuries, including the identification of safety hazards for pedestrians and bicyclists.	The regional program highlights the same performance outcomes, but emphasizes the importance of data to demonstrate benefits.	0-25	0-25
Cost Effectiveness	Project's relative costs and benefits of the range of alternatives considered. Quantify the safety and mobility benefit in relationship to both the total project cost and the funds provided.	The regional program asks that the project proponent demonstrate there is balance between minimizing projected capital and ongoing operating costs while offering strong performance benefits and the leveraging of resources.	0-10	0-10
Improved Public Health	Project demonstrates improved public health through the targeting of populations with high risk factors for obesity, physical inactivity, asthma or other health issues.	The regional program emphasizes the same performance outcomes and asks the same questions on the application.	0-10	0-10
Benefit to Disadvantaged Communities*	Project demonstrate benefits to disadvantaged communities. <ul style="list-style-type: none"><li>• median household income &lt; 80% of the statewide median</li><li>• among the most disadvantaged 10% in the state</li><li>• at least 75% of the public school students are eligible for the NSLP</li></ul>	The regional program emphasizes the same performance outcomes and asks the same questions on the application.	0-10	0-10
Supporting Greenhouse Gas Reduction Goals in SB 375 and SB 391	Note: This is not a criterion for the State ATP program, but is one of the overall goals of the state program. The stated goal: "Project advances the active transportation efforts of regional agencies to achieve greenhouse gas reduction goals as established pursuant to SB 375 (C728, §2008) and SB 391 (C585, §2009)"	The regional program asks that the project proponent demonstrate utilitarian purposes and placemaking strategies to achieve greenhouse gas reduction goals through reduced or shortened vehicle trips.	0	0-10
Public participation and planning	Project demonstrates that a community-based public participation process culminated in the project proposal. Project applicants must clearly articulate how the local participation process resulted in the identification and prioritization of the proposed project.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	0-15	0-10 (other considerations)
California Conservation Corps (CCC)	Use of the California Conservation Corps or a qualified community conservation corps, as defined in Section 14507 of the Public Resources Code.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	-5-0 (point deduction)	
Performance on past grants	Applicant's performance on past grants.	The state program criterion is considered a screening consideration in the regional program. Scoring for Other Considerations for funding include past performance on projects, demonstrated project delivery readiness in the application, and evidence of strong stakeholder support to implement the project.	-10-0 (point deduction)	
TOTAL SCORING			100	105
*TOTAL SCORING AFTER REACHING 25 % FOR DISADVANTAGED COMMUNITIES				95